**Excelling @ Excel**

How do you write the date?

What options can you access when you right click on a spread sheet?

How are entries copied into adjacent cells?

Task: Using Auto Sum

1. What is the average number of minutes Melbournians exercise for?
2. How many Melbournians have been included in this test?
3. What is shortest amount of time someone exercised for?
4. What is the longest amount of time someone exercised for?

Task: Using Formulas = ( ) + - / \*  
It’s tax time for Richard, Carly, Lauren and Alistair.

1. Sort in alphabetical order.
2. Who received the largest gross payment this week?
3. How much tax did Richard lose?
4. What was his net income?

Task: Absolute Cell References

Complete the times table

Task: Indigenous population

1. What is the total Indigenous Population in Victoria in 2001? And in 2006?
2. Complete the growth column on the table.
3. What are the 10 suburbs with the largest Indigenous populations in 2006?
4. What are the 10 suburbs with the smallest Indigenous populations in 2006?
5. Create a pie chart showing the Indigenous population of Victoria in 2006, by region.